

30-Day Notice of Intent to Vacate

You are hereby given notice that I (we) will be vacating my home which is a 1-2-3-4-5 ___ bedroom home located at _____ (Street Address) on _____ (Date). My reason for terminating my lease is: _____

The date given above is a **DEFINITE VACATING DATE**, and you are hereby authorized to pre-lease the premises to a prospective resident.

I (we) understand that if the premises is not vacated as described above, the applicable provisions of the Lease will apply and I (we) may be responsible for additional rent as well as any loss or damages suffered by you or by a new resident deprived of possession.

** ___ YES ___ NO I (we) grant authorization to share my contact information with the privatized housing partner at my next duty station for leasing purposes.

I/(we) understand that the giving of this notice does not relieve me (us) of any liability that I (we) may have under (our) Lease agreement.

*First Name: _____ *Date of Vacate _____

*Last Name: _____ *Rank: _____

*Number of Dependents/Occupants _____

*Branch of Service _____

*Contact Phone # _____

*Email Address: _____

*PCS Destination/Name of Gaining Installation: _____

Arrival Date: _____

Forwarding Address: _____

Resident Signature: _____

Date: _____

Office Use:

Resident Tenant ID: _____ Prorated Rent Due: \$ _____ Lease Break Fee: \$ _____

Acknowledge of Receipt by Management _____ Date: _____

Final inspection: _____ Time: _____

BBC Representative: _____

Coast to Coast Concession: \$ _____